

Job Description
American Dance Festival, Inc.

Full-time year around
(non-exempt)

Position Title: Administrative Assistant

Reports to: Executive Director and Director of Finance and Administration

Qualifications: Must have strong organizational skills, the ability to prioritize and manage multiple projects in a timely manner, maintain flexibility regarding time, detail oriented, proficient in spreadsheets and word processing, must be able to work independently with little or no supervision, communicate effectively through oral and written forms, and must have strong interpersonal skill and be customer service oriented. Bachelor's degree required.

Job Summary: As Administrative Assistant, it is your responsibility to make sure the office runs smoothly on a day-to-day basis and coordinate all office events including the move each summer. Assist the Executive Director in whatever she asks of you, maintain the Executive Director's schedule, and coordinate travel. Assist with coordinating the intern program and coordination of merchandising.

Responsibilities include but are not limited to the following:

Assisting Executive Director

- Assist Executive Director by arranging travel and meetings, drafting memos and letters, preparing expense reports, and other tasks as assigned.

- Itineraries for all trips

- Maintain the Executive Director's daily calendar in iCal so staff are aware of her schedule.

Coordinate all merchandising

- Hire and supervise Merchandising Intern

- Work with Gracie of Dance Design (she is a volunteer advisor)
- Work with Executive Director and Gracie to select and order inventory
- Reporting as needed for Finance Office and Executive Director
- Coordinate all volunteers for summer

Distribution of marketing materials

- Work with Audience and Marketing Associate for locations of marketing materials
- Organize volunteers in distributing materials all year around but especially pre-season

Office Management

- Answer busy multi-line telephone system, direct calls to the appropriate staff member(s), and check voicemail.
- Check general ADF email account and respond to or forward emails to appropriate staff as necessary.
- Open and sort the mail.
- Maintain office supply inventory and order more when needed.
- Serve as primary contact for office machines, i.e. copier, place service requests, troubleshoot, and order supplies for the machines.
- Process credit card transactions for donations, merchandise, and other misc charges.
- Prepare daily cash reports and take them to the bank to be deposited.
- Catering/Parties including Thanksgiving Lunch (staff only), Holiday Dinner (staff and families) and various birthday celebrations (staff only).

- Drive the cargo vans during the winter, keep up with the oil changes, and have them inspected to renew their registration.
- Responsible for the ADF telecommunications system, including, but not limited to, troubleshooting computer software and hardware issues and serving as the liaison with NetFriends (IT support company, assessing overall staff computer needs, and assigning computers for the summer.
- Serve as primary contact with Duke OIT regarding the phone system and office internet service.
- Support staff members by managing the shared calendar (iCal), scheduling staff meetings, and making sure staff are aware of upcoming deadlines and announcements.

Annual Move To/From ADF Summer Offices

- Responsible for organizing and overseeing all aspects of the move.
- Make arrangements with TROSA (moving company) for move to and from summer offices.
- Make arrangements with Hendrix Business Systems to move the xerox copier.
- Working with Director of Finance, prepare and finalize the summer office furniture chart.
- Assign and prepare computers for the move to the summer offices and back into storage at the end of the summer season.
- Coordinate with NetFriends and configure all computers in summer offices.
- Coordinate with Duke OIT for any phone and data connections needed in summer offices.
- Prepare staff for moving day via meetings, memos, and schedule.
- Acts as primary contact for outside companies (specifically TROSA and Hendrix Business Systems) during the move itself.

- Arrange for additional movers as necessary.
- Other activities as needed.

Intern Program

- Works closely with the Director of Finance and Administration regarding all aspects of the intern program.
- Update applications and send around descriptions for the ADF staff to update.
- Responsible for all aspects of the intern webpages.
- Work closely with the Graphic Designer and Director of Communications & Marketing to keep website current and to create and mail the intern poster for the upcoming season to over 900 colleges and universities.
- Act as primary contact person for all inquiries; ensure that interested parties are entered into the database to receive email updates.
- Process applications as they arrive; keep the notebook organized and communicate with staff regarding any concerns.
- Prepare and send out Welcome Packets via email, including all letters of agreement and financial information; keep interns updated regarding housing, answer questions as they arise.
- Coordinate, with the Director of Finance & Administration, the Intern Orientation and Welcome Activities.
- Discuss and implement new ideas regarding the Intern Program.

Other Seasonal Responsibilities

- Place ads for Intern/Summer Staff/Production Staff positions.
- Supervise work-study scholarships students assigned to reception.

- Main contact with car/van rental company (Enterprise). Coordinate passenger vans for summer and make sure all information is up to date each season.